



AGENDA & MINUTES
Department Chairs Meeting
Tuesday, November 17, 2020
12:30pm – 1:45pm
Dean Cavanaugh's Webex Room

NOTE: These minutes were taken by Kaitlyn Harrington on November 17th, approved by Provost Singer and Dean Cavanaugh on November 18th, and distributed by Kaitlyn Harrington to all 2020-21 Department Chairs and Program Coordinators on November 30th

MEETING TIME: 12:32pm – 1:47pm (75mins)

ATTENDANCE:

The following colleagues were present: Vidhu Aggarwal, Amy Armenia, Dexter Boniface, Jennifer Cavanaugh, Nany Chick, Alice Davidson, Bobby Fokidis, Matthew Forsythe, Robin Gerchman, Yudit Greenberg, Kevin Griffin, Kaitlyn Harrington, Stephanie Henning, Lee Lines, Hesham Mesbah, Anne Murdaugh, Daniel Myers, Rachel Newcomb, Matt Nichter, Nancy Niles, Tim Pett, Kasandra Riley, Dawn Roe, Scott Rubarth, John Sinclair, Susan Rundell Singer, Eric Smaw, Zeynep Teymuroglu, Lisa Tillmann, Patricia Tome, Martina Vidovic, Tonia Warnecke, Debra Wellman, Yusheng Yao, Jie Yu

The following colleagues were not present: James Patrone (*mtg conflict*), Susan Libby (*unknown*), Samuel Sanabria (*unknown*), Claire Strom (*sent a representative*)

TOPICS:

- I. **Welcome**
- II. **Announcement: Department of Theatre & Dance's Anti-Racism Action Plan**
 - a. Kaitlyn Harrington (Executive Assistant to Dean Cavanaugh) provided a PDF yesterday (November 16th), which Chairs and Coordinators are encouraged to read
 - b. Robin Gerchman (Dance Coordinator) shared her experience of meeting over the summer with BIPOC current students and alumni to develop three statements the department will stand by to create a more inclusive environment in the areas of external events, production, and academics
- III. **Registration Check-In**
 - a. Spring 2021 registration is currently underway

- b. Stephanie Henning (Registrar) shared that the newly created forms have been successful in assisting the Registrar's Team with meeting departmental and student needs
 - i. The goal of these forms is to move away from manual transactions for the Registrar's Team while making a more seamless process for students, faculty, and departmental administrative assistants
 - ii. Several chairs requested that the Registrar's Office include these forms on Foxlink, in addition to the Registrar's website and emails to students
- c. Stephanie also noted that pre-requisite error messages are almost entirely fixed, and the RFLA 300 (which was a specific concern) has been corrected
- d. Several chairs shared their concerns surrounding accessing waitlists for their courses and adjusting student registration windows to not conflict with classes
 - i. Stephanie reassured Chairs that accessing waitlists is on the Registrar's Office IT to-do list
 - ii. Stephanie reminded Chairs that student registration windows currently open 10-minutes before class times, and alternative times (i.e. 7:00am and 5:00pm) were considered but proved to be problematic for several reasons
- e. Chairs and Coordinators may contact Stephanie or her team directly, once registration concludes later this week

IV. **Student Survey** (*virtual engagement, burnout, assignment due on weekends, etc.*)

- a. A survey went out to all students to see how they are doing and what we can do for them in the final weeks of the Fall 2020 semester and in the upcoming Spring 2021 semester
- b. The survey closes tomorrow (November 18th) and results will be shared with faculty thereafter
- c. Dean Cavanaugh requested that all faculty send a "how are you doing?" email to all their students, due to the feedback we've received thus far
- d. Rachel Newcomb (Anthropology Chair) shared that students are burned out from the lack of breaks, especially in the Spring 2021 semester
 - i. Provost Singer mentioned that she and President Cornwell are aware and welcome ideas (i.e. "Fox Lite" days, pop-up study breaks, asynchronous learning only days, etc.) to be shared with Curriculum Committee and the Student Affairs Team
 - ii. Martina Vidovic confirmed that the Curriculum Committee will be discussing this at their meeting next week
 - iii. Provost Singer confirmed the Fox Day tradition will continue in the Spring 2021 semester, with some COVID-19 modified activities
- e. Nancy Chick (Director of Faculty Development) shared the questions included on the survey:
 - i. What parts of your academic workload take the most time?
 - ii. As a returning student, how does your workload this semester compare with previous semesters?
 - iii. If you have attended any of your classes virtually, what prevented you from turning on your camera?
 - iv. What is one thing that faculty can do to make your experience better this semester?

- v. How could classes that include both face-to-face and virtual students be improved?
- vi. Please give us a specific example of how your professor has successfully engaged face-to-face and virtual students in the same class.
- vii. How are you doing overall?
- viii. What would you like your professors to know going into next semester?

V. **Final Exams During Hanukkah**

- a. Yudit Greenberg (Jewish Studies Coordinator) reassured everyone that this is not a holiday that should conflict with work of any kind, including final exams

VI. **Searches**

- a. Provost Singer and Dean Cavanaugh have been working on simplifying processes:
 - i. If a department has 2 or more faculty on sabbatical at the same time OR 1 faculty member on sabbatical the entire academic year: Chairs notify the Office of the Dean of the Faculty, then a search for a year-long VAP position will begin
 - 1. It is essential that faculty be able to take well-deserved sabbaticals without concern about the wellbeing of their departments
 - ii. Chairs are asked to send a list of faculty retiring within the next 5-years, so long-term planning may take place
- b. Provost Singer stressed that the College's top priority is supporting our current faculty by restoring salaries and retirement benefits as soon as possible, and ensuring that faculty take their earned sabbaticals
 - i. RE: future tenure-track hires, Senior Leadership is working with the VP of Enrollment and Director of Institutional Analytics to align Rollins' future class sizes with a right-sized Rollins faculty for that student body
- c. Provost Singer asked Chairs to consider the following:
 - i. Have a frank conversation with your departments about course caps
 - ii. Consider joint appointments
 - iii. Dan Myers/Zeynep Teymuroglu (Computer Science & Mathematics Co-Chairs) and Lee Lines (Environmental Studies Chair) expressed interest in working with other ACS schools
 - 1. Provost Singer added that "we have a MOU with ACS schools" and "we're going back to overloads and adjuncts on an as need basis"
 - iv. Look at the distribution of classes offered on Mondays and Wednesdays, making full use of the matrix, to ensure fewer course conflicts for students
 - v. Review the frequency of course offerings
 - 1. Revisit pathways in the majors
 - 2. Provide a three-year course schedule
 - vi. Consider the size of the major
 - 1. Might there be programs that have begun to intersect and could become a single program?
 - 2. How do we ensure the quality of a robust liberal arts education at Rollins that provides students with breadth and aligns with our resources?
 - vii. Consider offering a few larger classes would allow the College to have upper-level classes for smaller majors, using newer pedagogies to ensure that students in larger classes are fully engaged in their learning

- viii. Be more disciplined about Holt only classes where onload courses are taught by faculty with partial or whole appointment in Holt, and other courses are staffed through overloads and adjuncts
 - 1. We will continue to fill CLA empty seats with Holt students, and Holt empty seats with interested CLA students
- d. Dean Cavanaugh explained that “we are in a different time” than we were when positions were frozen, approved but never posted, or in process
 - i. Provost Singer added that hiring will take place, but perhaps not as quickly as originally hoped pre-pandemic
- e. Provost Singer went on to explain that the search process will utilize multiple approaches, with a goal of having both qualitative and quantitative approaches to delivering on our mission “with the size faculty and size student body that we will have”
 - i. We will work on this together, beginning in the Spring 2021 semester
- f. Provost Singer closed with reassuring faculty that they should not “feel guilty” for taking their sabbaticals as scheduled, expressing gratitude to those who have delayed due to COVID-19

VII. Intersession Tuition

- a. Dean Cavanaugh explained that the College is collecting separate tuition for Intersession 2021 due to budget cuts, and there were strong arguments to offer these courses for students who may need the credits
- b. Provost Singer reiterated that the College cannot “go back to where we were” but “relief is coming,” thanks to the diligent work of everyone at Rollins

VIII. Untenured Faculty’s Annual Reviews

- a. Due to time restraints, this topic will be delayed to the next Department Chairs & Program Coordinators Meeting on **Tuesday, December 15th** from **12:30-1:45pm** in **Dean Cavanaugh’s Webex Room**

IX. Miscellaneous

- a. Chairs and Coordinators who wish to discuss any of these topics, especially searches, are encouraged to contact kharrington@rollins.edu directly to set-up a 1:1 meeting or call with Dean Cavanaugh